COMPLIANCE CHECKLIST

⊳ Emergency Service

The following Checklist is for plan review of hospital facilities, and is derived from the AIA/HHS Guidelines for Design and Construction of Hospital and Health Care Facilities, 2001 Edition (specific sections indicated below), appropriately modified to respond to DPH requirements for projects in Massachusetts which include Hospital Licensure Regulations 105 CMR 130.000 and Department Policies. Applicants must verify compliance of the plans submitted to the Department with all the requirements of the AIA/HHS Guidelines, Licensure Regulations and Department Policies when filling out this Checklist., The completed DPH Affidavit Form must be included in the plan review submission for Self-Certification or Abbreviated Review Part II.

Other jurisdictions, regulations and codes may have additional requirements which are not included in this checklist, such as:

- NFPA 101 Life Safety Code and applicable related standards contained in the appendices of the Code.
- 708 CMR, the State Building Code.
- Joint Commission on the Accreditation of Health Care Organizations.
- CDC Guidelines for Preventing the Transmission of Mycobacterium Tuberculosis in Health Care Facilities.
- Accessibility Guidelines of the Americans with Disabilities Act (ADA).
- Architectural Access Board.
- Local Authorities having jurisdiction.

Instructions:

- 1. The Checklist must be filled out completely with each application.
- 2. Each requirement line (____) of this Checklist must be filled in with one of the following codes, unless otherwise directed. If an entire Checklist section is affected by a renovation project, "E" for existing conditions may be indicated on the requirement line (____) next to the section title (e.g. E PATIENT ROOMS). If more than one space serves a given required function (e.g. patient room or exam room), two codes separated by a slash may be used (e.g. "E/X"). Clarification should be provided in that regard in the Project Narrative.
- **X** = Requirement is met.

- Check this box under selected checklist section titles or individual requirements for services that are not included in the project.
- **E** = Functional space or area is existing and not affected **W** = by the construction project; this category <u>does not apply</u> if the existing space or area will serve a new or relocated service or if the facility is currently not licensed & applying for licensure.
 - W = Waiver requested for Guidelines, Regulation or Policy requirement that is not met (for each waiver request, complete separate waiver form & list the requirement ref. # on the affidavit).
- 3. Mechanical, plumbing and electrical requirements are only partially mentioned in this checklist.
- 4. Oxygen, vacuum & medical air outlets are identified respectively by the abbreviations "OX", "VAC" & "MA".
- 5. Items in italic, if included, refer to selected recommendations of the Appendix of the Guidelines, adopted by policy.
- 6. Requirements referred to as "Policies" are DPH interpretations of the AIA Guidelines or of the Regulations.

Facility Name:	Dates:
	Initial Date:
Facility Address:	Revision Date:
Satellite Name: (if applicable)	DON Identification: (if applicable)
Satellite Address: (if applicable)	
Project Reference:	Building/Floor Location:

MASS. DPH/DHCQ

ARCHITECTURAL REQUIREMENTS MECHANICAL/PLUMBING/ **ELECTRICAL REQUIREMENTS** REQUIRED ON-SITE ACUTE SUPPORT SERVICES ___ Inpatient medical/surgical nursing unit ___ Critical care unit ___ Laboratory ____ equipped for blood gas analysis equipped for routine hematology & chemistry Radiology suite Surgical suite located for immediate access Post-anesthesia care unit ___ Blood bank 7.9.C INITIAL EMERGENCY MANAGEMENT check if service not included in project (see 7.9.D) ____ Well marked entrance at grade level 7.9.C1 Illuminated covered access from vehicle drop-off ___ Treatment Room(s): ___ Handwashing station 7.9.C2 ___ single-bed min. 120 sf ___ Vent. min. 6 air ch./hr ___ multiple-bed min. 80 sf per patient cubicle ___ 1 OX, 1 VAC per bed ___ cubicle curtains for privacy ___ Exam light ___ 6 elec. duplex recept. per bed work counter, writing counter, cabinets ___ Staff emerg. assistance station ___ medication storage ___ Emergency lighting Storage for emergency supplies, equipment & medication 7.9.C3 ___ under staff control out of traffic 7.9.C4 Reception/triage/control station ___ Telephone ___ located for control of access to treatment area. pedestrian & ambulance entrances and waiting area Waiting Area Public toilet ___ Handwashing station ____ Vent. min. 10 air ch./hr (exhaust) ___ Handwashing station 7.9.C5 Patient toilet room, convenient to treatment rooms ___ Vent. min. 10 air ch./hr (exhaust) ___ Handwashing station Airborne infection isolation room: 7.9.C7 ___ min. 120 sf ___ Vent. min. 12 air ch./hr ___ enclosed storage cabinets ___ negative pressure ____ work counter, writing counter, cabinets ___ air exhausted to outdoors ___ visual monitoring of room ___ medication storage ____ perimeter walls, ceiling & floors sealed tightly pressure & airflow direction 7.2.C3 __ 1 OX, 1 VAC, 1 MA door self-closing 7.2.C4 ___ Exam light ____ 6 electrical duplex receptacles Staff emerg. assistance station Emergency lighting

	ARCHITECTURAL REQUIREMENTS	MECHANICAL/PLUMBING/ ELECTRICAL REQUIREMENTS
7.9.D1 7.9.D2	DEFINITIVE EMERGENCY CARE ☐ check if service not included in project (see 7.9.C) — Well marked entrances at grade level — covered access from vehicle drop-off — direct access from public roads — paved emergency vehicle access temporary parking convenient to walk-in entrance	Illuminated
	Separate ambulance entrance & walk-in patients entrance	
7.9.D3	Reception/triage/control station(s) Located for control of access to treatment area, walk-in patients entrance, ambulance entrance & waiting area	 Convenient access to handwashing station (Policy) Vent. min. 12 air ch./hr (exhaust) 1 OX, 1 VAC per station
7.9.D4	Wheelchair/stretcher storage, at entrance out of traffic	
7.9.D5	Public waiting area public toilet room drinking fountain	Vent. min. 12 air ch./hr (exhaust)Handwashing stationVent. min. 10 air ch./hr (exhaust)
7.9.D6	public telephone Communication Center convenient to nursing station	TelephoneRadio communicationIntercom system
7.9.D7	Private exam/treatment room min. 120 sf vision panel in or adjacent to the door provisions for privacy work counter, writing counter, cabinets medication storage at least one private OB/GYN room bed faces away from door	Handwashing station Vent. min. 6 air ch./hr 1 OX, 1 VAC, 1 MA per bed Exam light 6 elec. duplex recept. per bed Staff emerg. assistance station Emergency lighting
7.9.D7	Private exam/treatment bay (solid enclosure on 3 sides) check if service not included in project min. 120 sf provisions for privacy work counter, writing counter, cabinets medication storage	 Handwashing station for each 4 patient bays Vent. min. 6 air ch./hr 1 OX, 1 VAC, 1 MA per bed Exam light 6 elec. duplex recept. per bed Staff emerg. assistance station Emergency lighting
7.9.D7	 Exam/treatment cubicle (no solid enclosure) check if service not included in project 80 sf per patient cubicle cubicle curtains for privacy work counter, writing counter, cabinets medication storage 	 Handwashing station for each patient cubicles Vent. min. 6 air ch./hr 1 OX, 1 VAC, 1 MA per bed Exam light 6 elec. duplex recept. per bed Staff emerg. assistance station Emergency lighting

	ARCHITECTURAL REQUIREMENTS	ELECTRICAL REQUIREMENTS
7.9.D22	Airborne infection isolation room	Handwashing station
	min. 120 sf	Vent. min. 12 air ch./hr
	enclosed storage cabinets	negative pressure
	work counter, writing counter, cabinets	air exhausted to outdoors
	medication storage	visual monitoring of room
7.2.C3	perimeter walls, ceiling & floors sealed tightly	pressure & airflow direction
7.2.C4	door self-closing	1 OX, 1 VAC, 1 MA
		Exam light
		6 electrical duplex receptacles
		Staff emerg. assistance station
		Emergency lighting
7.9.D15	Patient toilet room	Handwashing station
		Vent. min. 10 air ch./hr (exhaust)
7.9.D9	Provisions for orthopedic & cast work	
7.0.00	in separate or included in trauma	Sink with plaster trap
	treatment room room	Vent. min. 6 air ch./hr
	troum room	1 OX, 1 VAC per bed
	storage for ortho. supplies & traction hooks	Exam light
	от объем от том от труго от том	6 elec. duplex recept. per bed
		Staff emerg. assistance station
		Emergency lighting
7.9.D8	Trauma/Cardiac Rooms:	
A7.9.D8	trauma rooms convenient to ambulance entrance	
	New/Relocated Service	
	min. 250 sf per min. 240 sf per	2 OX, 3 VAC, 1 MA per patient
	patient area patient area	area
	5'-0" wide doors 4'-0" wide doors	Vent. min. 15 air ch./hr
	leading from leading from	positive pressure
	ambulance entrance ambulance entrance	
		2 remote return registers
	cabinets, shelves & counter space for writing	near floor level
	cubicle curtains for privacy to accommodate more	humidity control 45-60 %
	than one patient	Exam light
	storage for universal precaution attire	X-ray illuminator
		8 electrical duplex receptacles
		per patient area
		Staff emerg. assistance station
		All lighting & electrical receptacles on emergency power
7.9.D10	Scrub stations located in or convenient to each trauma	Scrub sinks
	and/or orthopedic room	knee or foot controls
		or electronic sensor controls
		on emerg. power
7.9.D11	Convenient access to radiology & laboratory	
7.9.D12	Poison control and EMS communications center	
	(may be part of staff work and charting area)	
7.9.D14	Storage space for emergency equipt. (CPR carts, pumps,	
	portable X-ray units, ventilators & patient monitors)	
	under staff control	
	out of traffic	
7.9.D15	Patient toilet(s)	Handwashing station
	at least 1 for 8 treatment rooms/cubicles	Vent. min. 10 air ch./hr (exhaust)

	ARCHITECTURAL REQUIREMENTS	MECHANICAL/PLUMBING/ ELECTRICAL REQUIREMENTS
7.9.D16. a	Soiled workroom: exclusively for emergency service work counter space for holding soiled linen & solid waste separate holding of regulated medical waste	Clinical flushing-rim sink Handwashing station Vent. min. 10 air ch./hr (exhaust)
A7.9.D16.a	Class weeks are a Class averals ready (for	March rain A single (les
7.9.D16. b	Clean workroom: or Clean supply room (for counter clean/sterile materials from central services): storage facilities storage facilities	Vent. min. 4 air ch./hr
7.9.D17	 Nurses station for staff work and charting (may be combined with reception, communication or poison control stations) counters cabinets medication storage 	Convenient access to handwashing station
7.9.D18	Securable storage for staff personal effects, at or near nurses station	
7.9.D19	Convenient & private access to staff toilets, lounge & lockers	
7.9.D20	 Housekeeping room exclusively for emergency service storage for housekeeping equipt. & supplies 	Service sink or mop receptor Vent. min. 10 air ch./hr (exhaust)
A7.9.D21	Security station/system located for visibility of treatment areas, waiting & entrances space for hospital security staff, local police officers and monitoring equipment	Security system on emergency power
A7.9.D23	Bereavement room: located for convenient access from emergency	Vent. min. 6 air ch./hr Indirect lighting Telephone
7.9.D24	Secured holding room min. 120 sf staff observation designed for patient & staff safety soundproofing	Vent. min. 6 air ch./hr

ARCHITECTURAL REQUIREMENTS

MECHANICAL/PLUMBING/

ELECTRICAL REQUIREMENTS A7.9.D25 ____ **DECONTAMINATION ROOM** A7.9.E (for chemical and radiation exposure) 2 shower heads External entrance ___ reserved for decontamination room ____ Separate, enclosed drainage ___ secured system __ 1 OX, 1 VAC, 1 MA ___ covered access __ Vent. min. 10 air ch./hr min. 30 foot distance from ambulance entrance ___ negative pressure Internal entrance to emergency department corridor ___ Space for at least 1 stretcher and several staff ____ separate exhaust system ___ Adjacent locked storage area for medical equipt & ____ air exhausted to outdoors supplies ___ Handwashing station 7.9.D22 ___ Min. 120 sf ___ Enclosed storage cabinets ___ Exam light ____ Work counter, writing counter, cabinets ___ 2 electrical duplex receptacles ___ 2 telephones ___ Medication storage ___ Floors self-coving to a height of 6" ___ Staff emerg. assistance station ___ Radiation protection __ Emergency lighting All electrical fixtures waterproof SEPARATE PEDIATRIC EMERGENCY AREA A7.9.E check if service <u>not</u> included in project ___ Registration area __ Discharge area _ Triage area _ Waiting area __ Playroom 7.9.D17 ____ Nurses station for staff work and charting Convenient access to ___ counters handwashing station ___ cabinets ___ medication storage Soiled workroom: ___ Clinical flushing-rim sink 7.9.D16. ____ exclusively for emergency service Handwashing station ___ Vent. min. 10 air ch./hr (exhaust) ___ work counter space for holding soiled linen & solid waste separate holding of regulated medical waste A7.9.D16.a 7.9.D16. Clean workroom: or ____ Clean supply room (for ___ Vent. min. 4 air ch./hr ___ counter clean/sterile materials ____ handwashing station from central services): ___ storage facilities storage facilities ___ Handwashing station 7.9.D7 _ Exam/treatment Room(s): ___ single-bed min. 100 sf ___ one for each 4 beds Vent. min. 6 air ch./hr work counter, writing counter, cabinets ___ medication storage ___ 1 OX, 1 VAC, 1 MA per bed ___ Exam light ____ 6 elec. duplex recept. per bed ___ Staff emerg. assistance station Emergency lighting

	ARCHITECTURAL REQUIREMENTS	MECHANICAL/PLUMBING/ ELECTRICAL REQUIREMENTS
A7.9.D8 (A7.9.E)	Access to trauma rms convenient to ambulance entrance Procedure/trauma room:	2 OX,3 VAC,1 MA per patient bay
7.9.D8	 min. 120 sf per patient area cabinets, shelves & counter space for writing cubicle curtains for privacy to accommodate more than one patient storage for universal precaution attire 	Ventilation min. 15 air ch./hr positive pressure supply diff. center of ceiling 2 remote return registers near floor level humidity control 45-60 %
7.9.D10	Scrub stations located in or convenient to each trauma	 Exam light X-ray illuminator 8 elec. duplex receptacles per patient bay Staff emerg. assistance station All lighting & elec. receptacles on emergency power Scrub sinks
	and/or orthopedic room	knee or foot controlselectronic sensor controlson emerg. power
(A7.9.E)	Airborne infection isolation room min. 100 sf	Handwashing station Vent. min. 12 air ch./hr
7.9.D22	mill. 100 si enclosed storage cabinets work counter, writing counter, cabinets medication storage	vent. min. 12 air ch.mi negative pressure air exhausted to outdoors visual monitoring of room
7.2.C3 7.2.C4	perimeter walls, ceiling & floors sealed tightly door self-closing	pressure & airflow direction 1 OX, 1 VAC, 1 MA Exam light 6 electrical duplex receptacles Staff emerg. assistance station
7.9.D15	Patient toilet room	Emergency lighting Handwashing station Vent. min. 10 air ch./hr (exhaust)
A7.9.E _	PATIENT HYGIENE ROOM combined with or separate room decontamination shower room non-slip surface toilet room	Handwashing station
A7.9.E3 _	OBSERVATION/HOLDING UNITS (for patient observation prior to discharge or holding prior to admission to inpatient unit - up to 23 hours) check if service not included in project Separate area, near Emergency Service	Vent. min. 10 air ch./hr (exhaust)
	 Central nurse station Patient observation cubicles check if service not included in project min. 100 sf Patient observation rooms check if service not included in project 	Handwashing station one for each 4 beds in multiple bed area Handwashing station one per single bed room
	min. 120 sf Monitoring space Storage space for medical and dietary supplies	1 OX, 1 VAC per bed Nurses call station X-ray illuminators available

	ARCHITECTURAL REQUIREMENTS	ELECTRICAL REQUIREMENTS	
7.9.D15	Patient toilet room at least 1 for 8 observation rooms/cubicles	Vent. min. 10 air ch./hr (exhaust) Emerg. pull-cord call station	
7.9.D16. a	Soiled workroom: exclusively for emergency service work counter space for holding soiled linen & solid waste separate space for disposal of regulated medical	Clinical flushing-rim sink Handwashing station Vent. min. 10 air ch./hr (exhaust)	
A7.9.D16.a	waste		
7.9.D16. b	Clean workroom: or Clean supply room (for clean/sterile materials from central services): handwashing station storage facilities storage facilities	Vent. min. 4 air ch./hr	
A7.9.E			
	Exam/treatment rooms min. 100 sf work counter, writing counter, cabinets	 Handwashing station Vent. min. 6 air ch./hr 1 OX, 1 VAC, 1 MA Exam light 6 elec. duplex recept. per bed Staff emerg. assistance station Emergency lighting 	
Policy	Treatment/procedure rooms min. 120sf min. dimension 10'-0"	<pre> Handwashing station Vent. min. 6 air ch./hr 1 OX, 1 VAC, 1 MA Exam light Min. 2 el. duplex receptacles</pre>	
	Support Spaces: Registration area Discharge area Triage area Waiting area		
7.9.D17	Nurses station for staff work and charting counters cabinets medication storage	Convenient access to handwashing station	
7.9.D16. a	Soiled workroom: exclusively for emergency service work counter space for holding soiled linen & solid waste separate holding of regulated medical waste	Clinical flushing-rim sink Handwashing station Vent. min. 10 air ch./hr (exhaust)	
A7.9.D16.a			
7.9.D16. b	Clean workroom: or Clean supply room (for holding of clean & sterile materials from central supplies area): storage facilities	Vent. min. 4 air ch./hr	

GENERAL STANDARDS

Details and Finishes		Mechanical (7.31.D)
Inpatient corridors		Mech. ventilation provided per Table 7.2
⊳ New/Extensive Construction		Exhaust fans located at discharge end
min. corridor width 8'-0"	corridor width	Fresh air intakes located at least 25 ft from exhaust
(NFPA 101)	unchanged or	outlet or other source of noxious fumes
	increased	Contaminated exhaust outlets located above roof
Staff corridors		Ventilation openings at least 3" above floor
min. corridor width 5'-0" (7.2		Central HVAC system filters provided per Table 7.3
Fixed & portable equipment rece		
required corridor width (7.28.A3)		Plumbing (7.31.E)
Work alcoves include standing s	space that does not	Handwashing station equipment
interfere with corridor width		handwashing sink
check if function not included	l in project	hot & cold water
Doors (7.28.A4-A8):		single lever or wrist blades faucet
doors to rooms used for str	etchers or wheelchairs	soap dispenser
min. 2'-10" wide		hand drying facilities
all doors are swing-type		Sink controls (7.31.E1):
outswinging/double-acting		wrist controls or other hands-free controls at all
doors to occupiable rms do	_	handwashing sinks
Operable windows (7.28.A9-A10		blade handles max. 41/2" long
check if all windows are fixed		blade handles at clinical sinks min 6" long
window operation prohibits	escape or suicide	Medical gas outlets provided per 7.31.E5 & Table 7.5
insect screens		Medical gas callets provided per 7.01.25 & Table 7.0
Glazing (7.28.A11):	runder 60" AFF 9	Floatrical (7.32)
safety glazing or no glazing	under ou Arr &	Electrical (7.32)
within 12" of door jamb Thresholds & exp. joints flush wi	ith floor curfoos	All occupied building areas shall have artificial lighting (7.32.D2)
Grab bars in all patient toilets &		Duplex, grounded receptacles max. 50 feet in corridors
1½" wall clearance	balling facilities	max. 25 feet from end wall (7.32.E3)
250 lb. capacity (7.28.A14)		max. 25 leet nom end wall (7.52.L5)
230 lb. capacity (7.20.A14) Handwashing sinks anchored to		Emergency power (7.32.H)
Vertical clearances (7.28.A20):	Withstand 200 ibs.	emergency power provided to all essential
ceiling height min. 7'-10", e	xcent.	services complies with NFPA 99, NFPA 101 &
	t rooms, storage rooms	NFPA 110
sufficient for ceiling mounte		emergency power source provided with fuel
min. clearance under suspe		capacity for continuous 24-hour operation
7'-0" AFF in bed/stretc		orpassy as assume a second operation
6'-8" AFF in other area		
Floors (7.28.B4):		
floors easily cleanable & we	ear-resistant	
non-slip floors in wet areas		
wet cleaned flooring resists		
monolithic floors & bases in	n trauma rooms	
Walls (7.28.B6):		
wall finishes are washable		
smooth/water-resist. finishe	es at plumbing fixtures	
Ceilings:		
Restricted areas (trauma ro	ooms)	
monolithic ceilings (7.2	,	
Semi-restricted areas (exar	•	
monolithic ceilings (7.2		
or		
washable ceiling tiles	with gasketed & clipped	
down joints		